



DEPARTMENT OF ENERGY

PRINCETON SITE OFFICE

BUSINESS MANAGEMENT PROCEDURE

PROCEDURE 1-2

DEVELOPMENT & CONTROL OF PRINCETON SITE OFFICE PROCEDURES

REVISION 6

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ANNUAL REVIEW	
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DEVELOPMENT & CONTROL OF PRINCETON SITE OFFICE PROCEDURES

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Attachment

STOP WORK AUTHORITY: When an unsafe or unhealthy condition, or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

DEVELOPMENT & CONTROL OF PRINCETON SITE OFFICE PROCEDURES

PURPOSE

This procedure provides direction on developing, revising, and controlling Princeton Site Office (PSO) procedures.

SCOPE

Processes that are identified that would contribute to a significantly improved program for implementing the responsibilities of the Princeton Site Office shall be developed into PSO procedures.

RESPONSIBILITIES AND AUTHORITIES

3.1 Site Manager

The Site Manager is responsible for approving PSO procedures and for ensuring that PSO procedures are properly implemented.

3.2 Team Leaders

The PSO Team Leaders are responsible for reviewing applicable PSO procedures, for recommending approval to the Site Manager for PSO procedures, and for ensuring that PSO procedures are properly implemented.

3.3 PSO Staff

The PSO Staff is responsible for identifying needed procedures, and, if the preparer of a procedure, for ensuring that procedures are maintained current in accordance with this procedure. PSO Staff is also responsible for properly implementing the PSO procedures.

PROCEDURE

4.1 Identification of Needed PSO procedures

All PSO staff is responsible to identify procedures, which can contribute to a significantly improved program for implementing the responsibilities of the PSO office.

Proposed procedures should be discussed with the appropriate Team Leader and then submitted to the PSO Manager for conceptual approval.

A preparer designated by the PSO Manager is responsible for developing a draft procedure. The Site Manager and the preparer should define the purpose and scope before a draft is developed.

4.2 Development of PSO Procedures.

Procedures should be developed and written to clearly convey instructions and guidance to the reader. Procedures shall follow the guidance provided in the attachment, "Objectives and Format for PSO Procedures." If the PSO procedure is to implement requirements from another document, such as a DOE Order, the PSO procedure should not repeat the requirements, but rather reference the document containing the requirements. The preparer should obtain input and comments from appropriate members of the PSO staff, as required.

Procedures should be numbered in accordance with the direction included within them. Business Management Procedures should be numbered 1-X, ES&H Procedures should be numbered 2-X, and Project & Engineering Management Procedures should be numbered 3-X, where X is the next sequential number.

Where applicable, all PSO procedures will include on the Table of Contents page, a Stop Work Authority statement, e.g., "When an unsafe or unhealthy condition, or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation."

4.3 Approval and Revision of PSO Procedures.

Approval by PSO management of the procedure is represented by a signature from the preparer, the appropriate Team Leader, and the Manager, PSO. If subsequent events necessitate a change to an approved procedure, a revision to the procedure shall be prepared. The revised procedure receives a new revision number and is approved by signature of the preparer, the appropriate Team Leader, and the Manager, PSO on the revised title page.

4.4 Control of PSO Procedures

The latest revision of master procedures is maintained by the Site Manager's Office in the PSO Procedures Manual. Copies of the procedures are available on the SC-PSO web site.

4.5 Annual Review of Procedures

Annually, the preparer should determine if the procedure is current and accurate. For uniformity, this procedure review should be targeted for December.

If the procedure is determined to be accurate and current, the preparer shall initial and date the cover sheet of the current revision of the master procedure.

If the procedure is determined non-current or inaccurate, the preparer shall discuss with the Manager, PSO whether the procedure shall be revised or voided. Procedures that are voided should be so indicated in the master procedures manual in the Manager's Office.

A designated reviewer may conduct the annual review in place of the preparer.

ATTACHMENT

OBJECTIVES AND FORMAT FOR PSO PROCEDURES

PROCEDURE OBJECTIVES

The procedure should reflect and provide direction on the activities that are actually expected to be performed, considering DOE Orders/Requirements, CH Orders/Requirements, available resources, and prioritization of responsibilities by the Site Office Management.

PROCEDURE FORMAT (Sections identified with an * are included in all procedures. other sections are included as appropriate.)

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|---------------------------|---|
| *Title Page | The Title of the Procedure should reflect the intent of the procedure. If the procedure is to implement a DOE or CH order or other requirement, the DOE or CH Order or requirement should be included in the title. The title page and following pages should indicate the current revision of the procedure. The title page should contain the Date Issued, Preparer's Signature, Team Leader's Signature, and the Site Manager's Signature (if approved). |
| *Table of Contents | The Table of Contents lists each first level subsection (2.1, 3.10, etc.) Where appropriate, the Table of Contents for procedures will include a Stop Work Authority Statement, e. g. "When an unsafe or unhealthy condition, or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation." |
| *1.0 Purpose | The purpose is a concise statement of what the object of the procedure is, explaining the activities and guidance which are addressed by the procedure. This section also includes any appropriate background information, explaining why the procedure is required. |

*2.0 Scope	The scope indicates the bounds of control for the procedure, explaining where the procedure is applicable and who the procedure applies to.
*3.0 Responsibilities and Authorities	This section identifies the specific responsibilities and authorities for specific positions as subheadings, e.g., 3.1 Site Manager, 3.2 ES&H Team Leader, etc. The Responsibilities and Authorities section should <u>not</u> include direction on how to accomplish the responsibilities; that direction should be provided in Section 4.0, Procedure.
*4.0 Procedure	The procedure section provides clear step-by-step actions and guidance to implement the procedure. Attachments or Appendices should be used when detailed or needed information is outside the main flow of the procedure. If the PSO procedure is implementing a DOE or CH order or other requirement, the procedure should not restate the requirements. Direction to implement the requirements in accordance with the DOE or CH Order is sufficient.
References	Documents which are used to generate the procedure, which are upper-tier to the procedure, or which are referenced in the procedure should be listed in the References section.
Definitions	This section is used to define uncommon words and abbreviations.
Attachments Appendices Enclosures	This section can include tables, forms, figures, process maps, or detailed instructions of activities addressed in the body of the procedure.